



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Community Services Specialist III **NUMBER:** 13-27
JOB CODE: T3000 **DATE:** 06/28/2013
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8820094
JOB LOCATION: Department of Mental Health
Region I Community Services
401 Lee Street Northeast
Decatur, AL

QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, with experience (24 months or more) in a human service related field, **OR** Bachelor's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more) working with persons with developmental disabilities, of which at least 3 years must be experience working in or with community based programs for persons with developmental disabilities.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a highly responsible professional position in the Region I Community Services Office of the Alabama Department of Mental Health. The person in this position will have a variety of functions, all of which are critical to the operation of a regional community services office. This position is responsible for monitoring approximately 200 residential sites within Region I. The person in this position will assist the Regional Community Services Director with the initial processing of applications for potential providers; and with processing Request for Regional Action forms. This position will represent the Regional Office in team meetings as well as provide necessary follow-up. This position will serve as back-up for the statewide waiting list as well as perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of developmental disabilities, including a good understanding of clinical dynamics of persons with developmental disabilities. Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office. Knowledge of community service agencies in relation to developmental disabilities. Knowledge of state, local and federal funding sources and regulations. Ability to organize, plan, and implement work in an independent manner, with minimal supervision. Ability to communicate effectively both orally and in writing; in hard copy and electronically. Ability to establish and maintain positive relationships with consumers, families, agencies, and the public. Ability to effectively intervene in crisis situations. Ability to provide technical assistance, and develop and implement training programs, to and for service providers and other social service agencies. Ability to work flexible hours, including before and after the established work hours and ability to serve on-call on a rotating schedule for nights, weekends, and holidays.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: July 19, 2013